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8 June 1953

MEMORANDUM FOR: Chairman, CIA Career Service Board

FROM: Executive Secretary, Professional Selection Panel

SUBJECT: Requests for Review of Panel Recommendations on Suitability

REFERENCE: Memorandum for Deputy Directors, Assistant Directors, Office Heads, Senior Staff Chiefs, from Chairman, CIA Career Service Board, subject: "Action to be Taken on the Professional Selection Panel Recommendations", dated 29 April 1953

1. The Panel, at its meeting of 3 June 1953, agreed that there should be a limited time period during which requests for review of a Panel action will be accepted by the CIA Career Service Board. It also agreed that the Panel should be permitted to inform the Assistant Director and Deputy Assistant Director (or comparable Staff Chief or Deputy Staff Chief) of the reasons for an adverse recommendation and thereby assist him in determining the merit of a request for review. These procedures are necessary if the Panel is to conduct its business in an orderly manner and if the Panel is to gain operating level support for its activities.

2. The Professional Selection Panel requests CIA Career Service Board approval of the following procedures:

a. The ten workdays from receipt of Panel notification by the official authorized to request a review is the only period during which a request for review of the Panel's decision may be accepted unless an extension is granted by the Chairman, CIA Career Service Board; and,

b. The Chairman, Professional Selection Panel, and only he, is authorized to discuss the basis for Panel decisions with the Assistant Director and Deputy Assistant Director (or comparable Staff Chief or Deputy Staff Chief) who has jurisdiction of the individual concerned.

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3. If these proposals are approved, the Executive Secretary, Professional Selection Panel, will incorporate them in the memorandum of notification which is prepared for each adverse Panel recommendation.

FOR THE PROFESSIONAL SELECTION PANEL:

/s/



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Approved:

/s/ Lyman Kirkpatrick

LYMAN B. KIRKPATRICK
Chairman
CIA Career Service Board

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